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Historic Environment Record (HER):

HER Search Threshold Guidance

This guidance document for Local Authority Planning Officer's or their Archaeological Advisor's sets out the recommended thresholds at which a Historic Environment Record (HER) search is considered appropriate.
Locations and boundaries of the Archaeological Notification Areas (ANAs) have been provided to the West Sussex Districts and Boroughs and the South Downs National Park Authority in both GIS format and accompanying PDF report. The thresholds are linked to the ANAs which hold detailed information regarding the potential for as well as known heritage assets.

Threshold Criteria

When a planning application is being assessed for the requirement of an HER Search, the following thresholds should be applied. There are three main categories:

- Householder Application
- Within an Archaeological Notification Area
- Outside an Archaeological Notification Area

Householder Application
Searches that would be subject to the West Sussex Threshold Guidance for a Householder Application as detailed below:

- Any below ground activity adjacent to/boundary of a listed building and/or Scheduled Ancient Monument e.g. for an extension

An HER Search is **NOT** required for internal alterations e.g. replacement windows or loft conversion. Any ground excavations at all or new above ground structure, path or slab of any kind within a Scheduled Ancient Monument requires Scheduled Monument Consent beforehand. This Consent is quite separate from and out-ranks planning permission or Listed Building Consent: English Heritage can advise.

Residential Development
Searches that would be subject to the West Sussex Threshold Guidance for Residential Development as detailed below:
Within a **RED** Archaeological Notification Area:

- 1 or more new or replacement Units
- Any below ground activity within a Scheduled Ancient Monument or Historic Church or Churchyard

Within an **AMBER** Archaeological Notification Area:

- 5 New Units or more and sites within or adjacent to Scheduled Ancient Monuments

Outside of an Archaeological Notification Area:

- 10 or more units

Non-Residential Development

Searches that would be subject to the West Sussex Threshold Guidance for Non-Residential Development as detailed below:

Within an Archaeological Notification Area regardless of colour:

- Any development over 0.2ha in area

Outside of an Archaeological Notification Area:

- Any development over 0.5ha in area

All criteria are subject to discussion and review.

Guidance for Requesting a Search

- HER searches will only be undertaken on receipt of a Planning Application *Request for Information form* via the WSCC HER web page: http://www.westsussex.gov.uk/living/environment_and_planning/environment/historic_environment_record.aspx#
- A central Grid Reference and/or a plan detailing the site boundary must be included with the form.
    - If only a central grid reference is supplied a 1km radial search will be undertaken as a minimum search area. If a larger or smaller area is required then this needs to be specified on the Request for Information form.
    - If a site boundary plan is provided then a buffer search of the boundary will be undertaken. This will be a minimum of 1km unless stated otherwise.
- For a Householder search, a 250m radial search centred on the building will be undertaken unless the search area is specified otherwise on the Request for Information form.

A negative return, i.e. no previously reported archaeological sites or finds, should not be taken as an indication of the absence of heritage assets.

West Sussex Historic Environment Record does not provide analysis or interpretation of the HER information.